

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Operations School, OTR

DATE: 10 April 1957

FROM : AO/OS

SUBJECT: Weekly Activity Report #15

A. SIGNIFICANT ITEMS:

None to report.

B. OTHER ITEMS:

1. WH DIVISION:

- 25X1A9a a. On Friday afternoon, at the request of C/OS, Mr. Frank [REDACTED] former Deputy Chief of WH Division, and now assigned as Chief of Station [REDACTED] was briefed 25X1A6a  
by the Overseas Branch. C/OS escorted [REDACTED] to 25X1A9a  
the office where, by previous arrangement, AO/OS had prepared an exhibit of selected OTR items available to field stations for overseas training purposes. Mr. [REDACTED] appeared to be extremely interested in all of the material he examined, and expressed the desire to have the Overseas Branch forward to his station, on a continuing basis, all applicable new material it might develop. He requested that copies of the Guide to Instruction in Basic Tradecraft, a carbon copy of which he examined, be sent him, as well as copies of any film scripts (either in English or Spanish), and a copy of the draft of the Spanish Glossary (which he offered to have reviewed when he arrives at the Station). He requested, and was given, a copy of the Staybehind Manual. Although he said he probably would not need it at his new post, it was a subject in which he was especially interested since he had participated in such operations during World War II. He also requested that the Branch prepare a selected list of books on tradecraft subjects which he plans to order for his station. After examining the Branch's indices and lesson plan files, he said that he planned to return, prior to his departure, in order to review other materials which he may like to have sent him since, he said, he had never had an opportunity to go through OTR's formal training.

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~~Date: OCT 4 1978~~ By: [REDACTED]

25X1A

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25X1A9a perhaps EE Division (possibly [REDACTED]) could arrange to have the new Guide to Instruction in Basic Tradecraft translated into German and Mr. [REDACTED] has agreed to submit the request to the field. 25X1A9a

5. WAR PLANNING:

25X1A

25X1A9a a. [REDACTED] visited AO/OS on 9 April to discuss the problem of collecting foreign language training materials for possible use in a wartime situation. This visit came at a particularly opportune time, since AO/OS was then seeking a way to have the new Guide translated into various languages for use in overseas training programs. (The priorities--language-wise--for the Guide are first, French, for use at 25X1A6a [REDACTED] and second, Spanish, for use in the Covert Training Branch and at several of the WH field stations. The request for a German version (para 4 above) was made on the basis that, as explained to [REDACTED] if war came and Germany was occupied by the Soviets, the Agency might need foreign language training materials. The Overseas Branch has in its files a collection of OTR training materials in the [REDACTED] language, which will be forwarded to Vital Records for micrographing and retention there. Undoubtedly the [REDACTED] will also translate the new Guide. C/OS plans to make an effort to have the French translation of the Guide made [REDACTED] if possible; and WH will be approached to see whether it has the capability of arranging for a Spanish version). 25X1A9a 25X1A 25X1X7

25X1A6a b. [REDACTED] and AO/OS plan to get together again to discuss in more detail the preparation of a proposed curriculum for a hot war training program (possibly along the lines of the last [REDACTED] course), and to select suitable training items, particularly from those used in the Agency Reserve program, for the conduct of such a course. [REDACTED] proposes, when the items have been selected, to arrange translation of these materials into various languages. Mr. [REDACTED] has volunteered to assist by providing translators to work on the Soviet and Satellite versions. 25X1A9a 25X1A2g 25X1A9a

6. TRAINING MATERIALS IN PREPARATION:

WAC a. GUIDE FOR INSTRUCTION IN BASIC TRADECRAFT: On 9 April the Overseas Branch received the awaited concurrences

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25X1A9a from the FI and CI Staffs [REDACTED] 25X1A9a  
[REDACTED] and turned the Guide over to Repro-  
duction the same day. Arrangements had previously  
25X1A9a been made with Reproduction to assign priority to  
this job, and a return date of 2 May was confirmed  
by [REDACTED], who is in charge of photo-offset  
work. A survey of customer needs led to the decision  
to request production of eight hundred copies of the  
document.

- b. SANITIZED GLOSSARY OF INTELLIGENCE TERMINOLOGY:  
The requested CI Staff clearance for this item was  
received in the Overseas Branch on 8 April. The  
document is now being retyped in the requisite for-  
mat, prior to its being sent to Reproduction.

7. TRAINING MATERIALS FORWARDED:

- 25X1A6a a. FE [REDACTED] In reply to his request, four copies of  
the sanitized version of the Espionage Bibliography  
were forwarded to [REDACTED] three of 25X1A9a  
these copies are to be passed to the [REDACTED] 25X1A6a
- 25X1A6a b. FE [REDACTED] Five copies of the Espionage Bib-  
liography were forwarded to [REDACTED] at his 25X1A9a  
request. Four copies are for passing to the [REDACTED] 25X1A6a  
Service, with one copy to be retained at the  
station.
- 25X1A6a c. FE [REDACTED]: [REDACTED] was sent three 25X1A9a  
copies of the Espionage Bibliography at his request 25X1A6a  
for forwarding [REDACTED]
- 25X1A6a d. WH/Mr. [REDACTED] Eight copies of the Espionage 25X1A9a  
Bibliography were requested for transmittal [REDACTED] 25X1A6a  
[REDACTED]

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